



Office of the City Clerk

Weekly Report – for Week Ending February 6, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

TOP ITEMS

City Primary/General 2015 Elections:

Poll Worker Recruitment - Staff has recruited 3,769 poll workers out of 6,024 representing 62.6 percent of the overall recruitment goal. 83 of the 375 training sessions have been held for 799 poll workers representing 11.4 percent of the 7,000 poll worker goal.

Vote-By-Mail (VBM) - 698,000 permanent VBM ballots were mailed and 983 voter requested VBM ballots issued.

Official Sample Ballot/Voter Information Pamphlet (OSB/VIP) - All English OSB/VIPs were mailed. The non-English OSB/VIPs are scheduled to be mailed by February 9.

In Person Voting - In person early voting at the Election Center began. The last day is March 2nd.

Precinct Ballot Readers - Setup files for the Precinct Ballot Readers and Audio Ballot Booth devices have been tested and approved. The County will now program and prepare 1,950 PBR/ABB devices for the election.

Online Voting for Neighborhood Council Elections - A meeting was held with EveryOne Counts, a voting product vendor to discuss specifications for a new online registration and voting system to be used for Neighborhood council elections. The vendor was provided with sample election setup materials and given a demo of existing technology for the purpose of demonstrating their product as it works within our election requirements.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	4/1
Number of Notices/Publications	17
Number of Contracts Attested	41
Number of Council Files Created	65
Number of Claims Received	122
Number of Referrals	40
Number of Council Meetings	5
Number of Committee Meetings	4

Novus/Electronic Submissions - Outreach efforts were expanded and resulted in 10 additional departments being added to the E-Submittal Program bringing the total to 27 departments who have or will be submitting Council File documents electronically to the City Clerk as part of our “going paperless” initiative.

Neighborhood and Business Improvement Districts:

Council adopted the reconfirmation of assessments for the Little Tokyo Business Improvement District and the 2015 Annual Planning Reports for the Lincoln Heights Industrial Zone, Byzantine Latino Quarter – Pico, Gateway to L.A., Greater Leimert Park Village/Crenshaw Corridor, East Hollywood, Historic Water front San Pedro, Greater Chinatown, Figueroa Corridor, and Highland Park Business Improvement Districts.

Staff met with the Consultant to review the Management District Plan and Engineer’s Report for the proposed Pacific Palisades

- **3,769 Poll Workers Recruited**
- **698,000 Permanent VBM Ballots Mailed**
- **799 Poll Workers Trained**
- **In Person Early Voting Has Begun at the Elections Center**
- **27 Departments Submitting Documents Electronically to City Clerk**



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Business Improvement District. Staff attended a meeting to discuss the proposed Venice Beach Business Improvement District and a meeting relative to the proposed Central Avenue Business Improvement District.

Fiscal - Staff completed the January Monthly Financial Status Report; fielded further questions from the CAO regarding the FY 15-16 proposed budget; processed various invoices/contract payments and transfers for Council controlled trust funds; and drafted three (3) trust fund contracts.

AB1290/Council - Staff received two (2) allocation requests; has one (1) contract in process; closed out one (1) contract; has three (3) contract closeouts in process; and processed two (2) requests for payment.

General City Purposes - Staff received 15 GCP allocation requests, processed four (4) invoices for payment, and prepared a report for City Investments in the Watts area and Los Angeles Promise Zone.

Personnel - Staff met with the Principal Deputy Controller to discuss streamlining future salary adjustments in the PAYSER system.

Training - 25 online training licenses have been purchased from Lynda.com. The internet training site has thousands of online video training courses with a wide range of topics. Staff will have the flexibility to access online training on demand and at their own pace. The unlimited course topics include subjects such as project management, Microsoft Office suite, and many technical and non-technical courses.

Records Storage RFP – Contract negotiations with the recommended vendor are in progress. An extension to the existing contract is drafted to enable departments to continue to pay the current vendor during the transition to the new vendor.

Records Destruction – Lists were prepared for the City Attorney's Office and the Information Technology Agency of over 3,000 boxes and 700 boxes respectively of records in the City Records Center that are eligible for destruction.

Significant Records Research - The City Attorney's Office researched the evolution of the Controller's responsibilities and authorities under the Charter and the Administrative Code.

ISSUES

Granicus Video Streaming - Issues continue with the encoders used in Council Chambers (both video and audio). The Information Technology Agency and Video Streaming Vendor are looking into the problems.

UPCOMING....

Early Voting - Will be available on February 23rd at City Hall.